

Document Header Information				
Document Type: Vch		Document VCH189053		
Travel Authorization Number:		Name:		
TAA05YIX		Trip Name: Regional Administrators Meeting in Chicago		
TA Date: 06/15/18		Currency: USD		
Organization: EPAR01ORA		Current Status: PAID		
Purpose: 2-INFORMATIONAL MEETING		Document Detail: Attending the Regional Administrators' meeting with Ken Wagner. Hotel room has been booked at the Embassy Rosemont by HQ as they have done in the past for another RA meeting. They have not yet provided a confirmation number or reservation information. **Update** Hotel receipt is attached along with waiver for purchase of common carrier transportation in excess of \$100 from SRO		
Type Code: TEMPORARY DUTY				

Traveler Profile				
Name: DUNN, ALEXANDRA D		TID: 02335525		
Organization: EPAR01ORA		Duty Station:		
Card: NO ADVANCE		Office Address: 5 Post Office Square Suite 100 Boston, MA 01209		
EMAIL: dunn.alexandra@epa.gov		Office Phone: 617-918-1012		

Document Information				
Trip Number: 1				
Purpose: Attending the Regional Administrators' meeting with Ken Wagner. Hotel room has been booked at the Embassy Rosemont by HQ as they have done in the past for another RA meeting. They have not yet provided a confirmation number or reservation information. **Update** Hotel receipt is attached along with waiver for purchase of common carrier transportation in excess of \$100 from SRO				
Itinerary Locations				
From	To	Itinerary Location	Purpose	Per Diem Rates
06/10/18	06/11/18	ROSEMONT, IL	2-INFORMATIONAL MEETING	215.00 / 74.00

Document Totals	
Total Expenses:	655.94
Reimbursable Expenses:	655.94
Non-Reimbursable Expenses:	.00
Advance Applied:	.00
Net to Traveler:	116.00
Net to Government:	.00
Pay to Charge Card:	539.94

Document Totals by Expense Category		
Expense Category	Cost	Advance Amount
Com. Carrier	258.66	.00
Hotel Tax	30.10	.00
Lodging-PerDiem	215.00	.00
M&IE-PerDiem	111.00	.00
Misc Expense	26.43	.00
Transaction Fees	14.75	.00
Total Expenses:	655.94	.00

Trip 1 Details				
Reservations Summary				
Reservation Type	Vendor	Ticket#	Location	Cost

COMM-CARR		United	1004244676	250.40		
Trip Itinerary		No Itinerary Available				
Expenses						
Trip#: 1			Total Non-Per Diem Expenses:	329.94	Total Per Diem Expenses:	326.00
Date	Description	Category	Cost	Pay Method	Per Diem	
06/06/2018	Travel Fee	Com. Carrier	8.26	GOVCC		
Comment: OTRS Domestic-Intl w-Air-Rail						
06/08/2018	Travel Fee	Com. Carrier	.00	PERSONAL		
06/10/2018	Airline Flight	Com. Carrier	250.40	GOVCC		
Comment: Roundtrip fare from Boston to Chicago was \$250.40. Traveler was in Nashville on personal time and purchased one way flight to Chicago for \$290.20. The RA cancelled the one way flight from Boston to Chicago and got refunded \$125.20. Traveler will be reimbursed up to the cost of the Gov't contract fare. Receipts and Waiver from SRO attached.						
06/10/2018	Hotel Tax (CONUS & OCONUS Only)	Hotel Tax	30.10	GOVCC		
06/10/2018	Lodging	Lodging-PerDiem	215.00	GOVCC	*	
06/10/2018	M&IE	M&IE-PerDiem	55.50	PERSONAL	*	
06/10/2018	Trans - Airport/Hotel	Misc Expense	5.00	PERSONAL		
06/11/2018	M&IE	M&IE-PerDiem	55.50	PERSONAL	*	
06/11/2018	Trans - Office/Residence	Misc Expense	21.43	GOVCC		
06/15/2018	TDY Voucher Fee	Transaction Fees	14.75	GOVCC		
Per Diem Allowances						
Trip#: 1		Total Per Diem Allowances:			326.00	
Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
06/10/2018	215.00/ 74.00	215.00	215.00	55.50	55.50	
06/11/2018	215.00/ 74.00	0.00	0.00	55.50	55.50	

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
EPAR01ORA	18 ORA-B1	AAT.20182019.B.01A.000ME8.ME010100.	GOVCC	539.94
EPAR01ORA	18 ORA-B1	AAT.20182019.B.01A.000ME8.ME010100.	PERSONAL	116.00

Totals by Label

EPAR01ORA	18 ORA-B1 Total	AAT.20182019.B.01A.000ME8.ME010100.	655.94
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Totals by Payment Method

GOVCC Total	539.94
PERSONAL Total	116.00

Document History 07/09/2018 Vch: VCH189053

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	06/15/2018	10:02AM	EST TRUONG, VINH	
PREPARED	06/15/2018	10:22AM	EST TRUONG, VINH	
SIGNED	06/19/2018	6:49AM	EST DUNN, ALEXANDRA D	
AUTHORIZED	06/19/2018	1:03PM	EST JOHNSON, ARTHUR Vincent	
ADJUSTED	06/21/2018	7:54AM	EST FITZPATRICK, SAMUEL C	
VOUCHER APPROVED	06/21/2018	7:55AM	EST FITZPATRICK, SAMUEL C	
PENDING	06/21/2018	7:55AM	EST SYSUTILITY	
OFFSETTING OBLIGATED	06/21/2018	10:31AM	EST One, EAI User	
PENDING	06/21/2018	10:31AM	EST One, EAI User	
PAID	06/21/2018	1:31PM	EST One, EAI User	

I certify that the electronic signatures listed above are valid and on file

SIGNED DATE

Document Signatures

Traveler/Preparer Name:	_____
Traveler/Preparer Signature:	_____
Date:	_____
Approver Name:	_____
Approver Signature:	_____
Date:	_____